

## Message Text

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ORIGIN SS-30

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C O N F I D E N T I A L STATE 236137

EXDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

WE APPRECIATE THE EXCELLENT SUPPORT YOU PROVIDED S/S DURING THE SECRETARY'S LAST VISIT. THIS CABLE FOLLOWS A FORMAT WHICH YOU WILL RECOGNIZE, BUT YOU WILL NOTE A NUMBER OF CHANGES IN THE REQUESTS WHICH FOLLOW:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM CONSISTING OF FSO MILES S. PENDLETON, JR. AND SECRETARY JULIE COOPER WILL SUPPORT SECRETARY'S VISIT TO CAIRO. THEY WILL ARRIVE APPROXIMATELY DECEMBER 12 TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME FOR ADVANCE TEAM WHEN KNOWN. A USINT FSO SHOULD BE ASSIGNED TO S/S BEGINNING CONFIDENTIAL

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ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS. A FILE OF

ALL MESSAGES RELATED TO THE TRIP WHICH THE POST HAS RECEIVED SHOULD BE AVAILABLE TO S/S ON ARRIVAL. A SECOND TEAM IS SCHEDULED TO ARRIVE WITH THE SECRETARY.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS SCENARIO SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S," ON OR BEFORE DECEMBER 5 THE SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE EGYPTIAN OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S USE ON 24-HOUR BASIS. SEPARATE CARS WILL BE NEEDED FOR COURIERS (SEE BELOW).

B. S/S OFFICES: A SEPARATE CABLE WILL PROVIDE INFORMATION ON TOTAL OFFICE SPACE NEEDS FOR SECRETARY'S PARTY. S/S WILL NEED AN OFFICE IN THE HILTON HOTEL AS WELL AS ONE IN THE MISSION FOR THIS VISIT. THE SEPTEL WILL PROVIDE INFORMATION ON LOCATION AND FURNISHING OF THE HOTEL OFFICE. THE OFFICE IN THE MISSION SHOULD BE NEAR THE COMMUNICATIONS UNIT AND SHOULD HAVE ADEQUATE LIGHTING. IT WILL NOT HAVE TO BE GUARDED. THE OFFICE IN THE MISSION SHOULD BE CONFIDENTIAL

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HAVE THE FOLLOWING:

C. S/S OFFICE IN MISSION:

- (1) TWO DESKS FOR OFFICERS AND A TYPING TABLE FOR SECRETARY.
- (2) NORMAL OFFICE SUPPLIES AND FORMS.
- (3) A CONFERENCE-TYPE TABLE.
- (4) A SAFE FOR STORAGE OF CLASSIFIED DOCUMENTS.

(5) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(7) TELEPHONES - ONE FOR EACH DESK.

D. AT S/S OFFICE IN HOTEL 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL WILL BE REQUIRED. ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THAT THEY HAVE THEIR OWN VEHICLES. IF NECESSARY, PLEASE REQUEST TDY PERSONNEL TO PERFORM THIS FUNCTION BECAUSE 24-HOUR COVERAGE IS NECESSARY.

#### 4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF CONFIDENTIAL

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WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

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B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S PARTY" OR "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE USINT MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE

LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S  
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ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. USINT TRAFFIC

(INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S IN 15 COPIES.

F. SPECIAL SUMMARIES.  
INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING)

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400. TICKER SERVICE AVAILABLE DURING SECRETARY'S LAST VISIT WAS MOST HELPFUL.

C. COPIES OF "EGYPTIAN GAZETTE"  
SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS

PHOTO ON SECRETARY SHOULD BE POUCHED DEPT TO ATTN  
OF S/S-S AFTER DEPARTURE OF PARTY.

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6. MANY THANKS FOR YOUR ASSISTANCE. WE REALIZE THAT  
YOU HAVE HAD TO SHOULDER A CONSIDERABLE BURDEN IN  
RECENT MONTHS AND VERY MUCH APPRECIATE ALL THE HELP  
YOU HAVE GIVEN. PORTER

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